
RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF OPERATIONS

Superseded Oct 1961



CC/Control Division

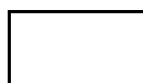


STAT

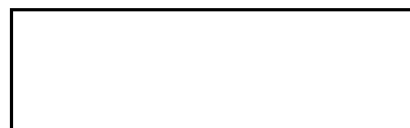
Schedule 25,042 - 54

dated 14 April 1954

brought forward and incorporated
with revised Hdqtrs schedule (1958)



portion not revised at this
time



STAT

Dec. 1958

CONTACTS



SECRET

SCHEDULE NO.
 25.041-54

DATE PREPARED

18 May 1954

APPROVING OFFICIAL

OFFICE, DIVISION, BRANCH

OFFICE OF OPERATIONS - CONTACT DIVISION - HEADQUARTERS

| ITEM NO. | FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates) | VOLUME (Linear Ft) | TYPE OF FILING EQUIPMENT | DISPOSITION INSTRUCTIONS |
|----------|---|-----------------------|-----------------------------|---|
| 1. | <p>OPERATIONAL CORRESPONDENCE FILES</p> <p>Records which establish or document Contact Division organization, functions, policies, procedures, and modes of operation. These records consist of correspondence, organization charts, tables of organization, Division administrative issuances, semi-annual activity reports, instructions [redacted] and related papers. Filed alphabetically by subject.</p> <p>Files maintained by the Chief, Contact Division, the Projects Officer, and [redacted]</p> | | | <p>Permanent. Disposal not authorized. (Cut off at the end of each year; transfer to the Records Center 1 year thereafter.)</p> |
| 2. | <p>INFORMATION REPORT FILES</p> <p>Information Reports [redacted] similar series. Filed by series and numerically by report number thereunder.</p> <p>Files maintained by [redacted]</p> | | | <p>Permanent. Disposal not authorized. (Transfer to the Records Center when 2 years old.)</p> |

SECRET

RECORDS CONTROL SCHEDULE CONTINUATION SHEET
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050003-2

| ITEM NO. | FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates) | VOLUME (Linear Ft) | TYPE OF STORING EQUIPMENT | DISPOSITION INSTRUCTIONS |
|----------|--|-----------------------|---------------------------|---|
| 3. | ADMINISTRATIVE CORRESPONDENCE FILES Correspondence, reports, and related form records pertaining to housekeeping activities, such as procurement of supplies and equipment, personnel, space, duplicating and printing, travel, and fiscal activities. Filed alphabetically by subject. Files maintained by Administrative Staff. | | | Temporary. Destroy when 3 years old. (Cut off at the end of each year; transfer to the Records Center 1 year thereafter.) |
| 4. | BRANCH CORRESPONDENCE FILES Correspondence, reports, and related form records duplicated in items 1 and 3 and maintained by operating units for their internal operation and administration. Filed alphabetically by subject. Files maintained by all Branches. | | | Temporary. Destroy when 1 year old. (Cut off at the end of each year; destroy 1 year thereafter.) |
| 5. | CHRONOLOGICAL CORRESPONDENCE AND TELETYPE FILES Extra copies of correspondence and teletypes filed chronologically. Files maintained by all organizational units. | | | Temporary. Destroy when 1 year old. |

25X1

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050003-2

Next 4 Page(s) In Document Exempt

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400050003-2

| ITEM NO. | FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates) | VOLUME (Linear Ft) | TYPE OF FILING EQUIPMENT | DISPOSITION INSTRUCTIONS |
|----------|---|---|--------------------------|---|
| 16. | <p>COMMUNICATIONS CONTROL RECORDS</p> <p>Records used to maintain control on the receipt, routing and dispatch of classified material.</p> <p>a. Courier's Classified Mail Receipt, Form 35-16 or equivalent. Filed chronologically. (1952-1954)</p> <p>b. File and Routing Slip, Form 35-1 or equivalent. Filed organizationally by [redacted] and numerically thereunder. (1952-1954)</p> <p>c. Log, Form 38-14 or equivalent. Filed chronologically. (1953-1954)</p> <p>d. Top Secret Log, Form 38-14. Filed chronologically. (1953-1954)</p> <p>[redacted]</p> <p>f. Document Receipt, Form 36-16. Filed chronologically. (1952-1954)</p> | <p><i>This page has been revised and retyped.</i></p> <p><i>The Office feels that mail operations with the field have indicated necessity for longer retention of items 16 b. c. and e.</i></p> <p><i>revised 21 June 57 fgh at request of acting ARO</i></p> | | <p>Temporary. Destroy after 1 year. (Cut off at end of each year and destroy 1 year thereafter.)</p> <p>(Temporary. Destroy after 1 year. (Cut off at end of each year and destroy 1 year thereafter.))</p> <p>Temporary. Destroy after 1 year. (Cut off at end of each year and destroy 1 year thereafter.)</p> <p>Temporary. Disposal not authorized. (Cut off at end of each year.)</p> <p>(Temporary. Destroy after 1 year. (Cut off at end of each year and destroy 1 year thereafter.))</p> <p>Temporary. Disposal not authorized. (Cut off at end of each year.)</p> |